

Department of the Army
Headquarters, U.S Army
Operations Support Command
1 Rock Island Arsenal
Rock Island, IL 61299-6000

OSC Regulation 1-5

21 Nov 2000

Administration

SPONSORSHIP OF CONFERENCES

Applicability. This regulation applies to all Headquarters, U.S. Army Operations Support Command (HQ OSC) elements, OSC subordinate Commands, and OSC installations.

Decentralized Printing. OSC installations may locally reproduce this regulation.

Supplementation. OSC allows supplementation of this regulation only with prior approval from the proponent.

Proponent. The proponent is the Resource Management Center, Productivity Team. Users are invited to send comments and suggested improvements to HQ OSC, ATTN: AMSOS-RMP, 1 Rock Island Arsenal, Rock Island, IL 61299-6000, e-mail amsos-rmp@osc.army.mil.

Distribution. The proponent determines distribution (available electronically at <http://www.osc.army.mil/im/rcdsmgt/pubs.htm>).

Supersession Notice. N/A.

FOR THE COMMANDER:

Official: //signed//
ROBERT A. BENSON
Colonel, GS
Chief of Staff

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1. Purpose.

a. To provide conference controls policy and guidance for all OSC conferences.

b. To assign responsibilities and approval levels for planning and organizing all OSC conferences.

2. References.

a. U.S. Army Materiel Command - Regulation (AMC-R) 1-12, Sponsorship of Conferences, 2 August 1999.

b. Joint Travel Regulations, Volume II, DOD Civilian Personnel, 1 October 2000.

3. Scope. See AMC-R 1-12, paragraphs 2b and 2c for additional information on applicability.

4. Objective. The objective of this regulation is to establish procedures and controls to ensure efficiency, effectiveness, and propriety in planning and conducting conferences.

5. Explanation of Terms. See AMC-R 1-12, paragraph 4.

6. Policies.

a. Approval Authority. An approval authority must authorize all conferences within the OSC, with an estimated cost of \$7,500 or more. The commanders/directors are the authorities that approve conferences sponsored by staff elements within their respective organizations. The commander/director may delegate approval authority to a specific position reporting directly to the commander/director. The approval authority will base his/her approval on demonstrated need and justify the approval in writing. Conference sponsors will not plan conferences for any location just because it is a tourist vacation destination or resort. The approval authority will not approve conferences if funds are not available. The approval authorities for the HQ OSC staff elements, organizations, subordinate installations, activities, and centers are as follows:

(1) HQ OSC staff elements: Chief of Staff, OSC.

(2) HQ, U.S. Army Field Support Command (FSC) and the HQ, U.S. Army Munitions and Armaments Command (MAC): Commander.

(3) Arsenals, Depots, Crane Army Ammunition Activity (CAAA), McAlester Army Ammunition Plant (MCAAP): Installation Commander.

(4) Other Active and Inactive AAPS: Commander, MAC.

(5) Other FSC Subordinate Elements: Commander, FSC.

(6) The U.S. Army Defense Ammunition Center (DAC): Director, DAC.

(7) Anniston Munitions Center: Commander, Blue Grass Army Depot.

(8) Letterkenny Munitions Center: Commander, CAAA.

(9) Red River Munitions Center: Commander, MCAAP.

b. See AMC-R 1-12, paragraphs 5b, 5c, 5d, 5e, and 5f for information on conference approval requests, conference space requirements, multiple conference approvals, annual conference schedules, and report/feedback.

c. Conference Planning. See AMC-R 1-12, paragraph 5g, except substitute the following for paragraph 5g(12)(d):

If the conference sponsor can demonstrate in writing that the established per diem rate will not suffice for known lodging costs, the conference approval authority may authorize the conference lodging allowance in accordance with Joint Travel Regulations, Volume II, C4950. The conference lodging allowance authorizes reimbursement of up to a 25 percent increase (rounded to the next highest dollar) in the lodging portion of the per diem allowance under the conference lodging allowance method. It is a separate method of per diem reimbursement and is not an actual expense reimbursement. A Federal traveler attending a conference has authorization to use the conference lodging allowance as follows:

(1) For Government sponsored conferences, the sponsoring agency determines when the conference attendees require a special conference lodging allowance rate and notifies the travelers. All agencies must use that rate in reimbursing their attendees.

(2) For non-government sponsored conferences, the traveler's agency authorizes or approves the conference lodging allowance.

If the conference lodging allowance is inadequate, the conference approval authority may authorize actual expense allowance and the conference sponsor must notify attendees in accordance with the Joint Travel Regulations, Volume II, C4550, so that the attendees may properly prepare their orders.

7. Responsibilities.

a. HQ OSC.

(1) The HQ OSC Chief of Staff is responsible for approving or disapproving conference requests of \$7,500 or more from the HQ OSC staff elements.

(2) The HQ OSC Directors and Staff Office Chiefs are responsible for:

(a) Reviewing and approving all conference requests from within their organization and determining if the conference is necessary, if the benefits of the conference warrant the cost, and if the arrangements are cost effective.

(b) Coordinating all conference requests, regardless of cost, with the Offices of Resource Management, Command Counsel, Public Affairs, and Installation Security, prior to submitting the request to the conference manager.

(3) The Resource Management Center, HQ OSC, is responsible for:

(a) Serving as HQ OSC conference manager.

(b) Establishing and publishing policy and guidance for the conduct of conferences for the OSC, to include all HQ OSC organizations and OSC subordinate installations and organizations.

(c) Performing guidance manager responsibilities for HQ OSC staff elements, MAC and FSC.

(d) Determining if there are sufficient funds available for the conduct of each conference sponsored by a HQ OSC staff element.

(e) Verifying that the sponsor has presented cost comparisons of at least three comparable conference sites.

(f) Sending the required cost comparison data to the Command Analysis Team for validation.

(4) The Command Analysis Team is responsible for validating cost comparisons when the conference manager requests them.

(5) The Law Center, HQ OSC, is responsible for:

(a) Establishing a point of contact (POC) to provide advice and counsel requested by conference sponsors.

(b) Reviewing HQ OSC, MAC and FSC conference requests for legal/ethical considerations prior to submission to the conference manager.

(6) The Public Affairs Team, HQ OSC, is responsible for reviewing HQ OSC, MAC and FSC conference requests for impact on the public image of OSC prior to submission to the conference manager.

(7) The Provost Marshal and Intelligence Team, HQ OSC, will provide assistance to the installation security staff as requested, in the areas of force protection, personal protection, threat condition, intelligence support, or other security considerations deemed necessary as part of the conference planning process. For conferences hosted by HQ OSC, the Rock Island Arsenal provides primary security input to the planning process as a host function. The Provost Marshal and Intelligence Team will assist in those instances just as they would for conferences held at other OSC installations.

b. OSC subordinate installations and organizations are responsible for:

(1) Establishing local controls, policies and procedures that are consistent with the policy and guidance in this regulation and AMC-R 1-12.

(2) Designating a position or office to perform conference manager responsibilities.

c. The installation security offices are responsible for:

(1) Reviewing conference requests for all security considerations, to include force protection and personal protection considerations.

(2) Researching current threat conditions and intelligence considerations through coordination with appropriate law enforcement agencies.

(3) Reporting findings to conference host and recommending commensurate security measures.

(4) Contacting the HQ OSC Provost Marshal and Intelligence Team for assistance as needed.

(5) Providing support for classified conferences to include verifying security clearances of attendees, physically surveying the conference room, and disseminating information on to attendees on the protection of classified materials.

d. See AMC-R 1-12, paragraphs 6c and 6d for conference manager and conference sponsor responsibilities.